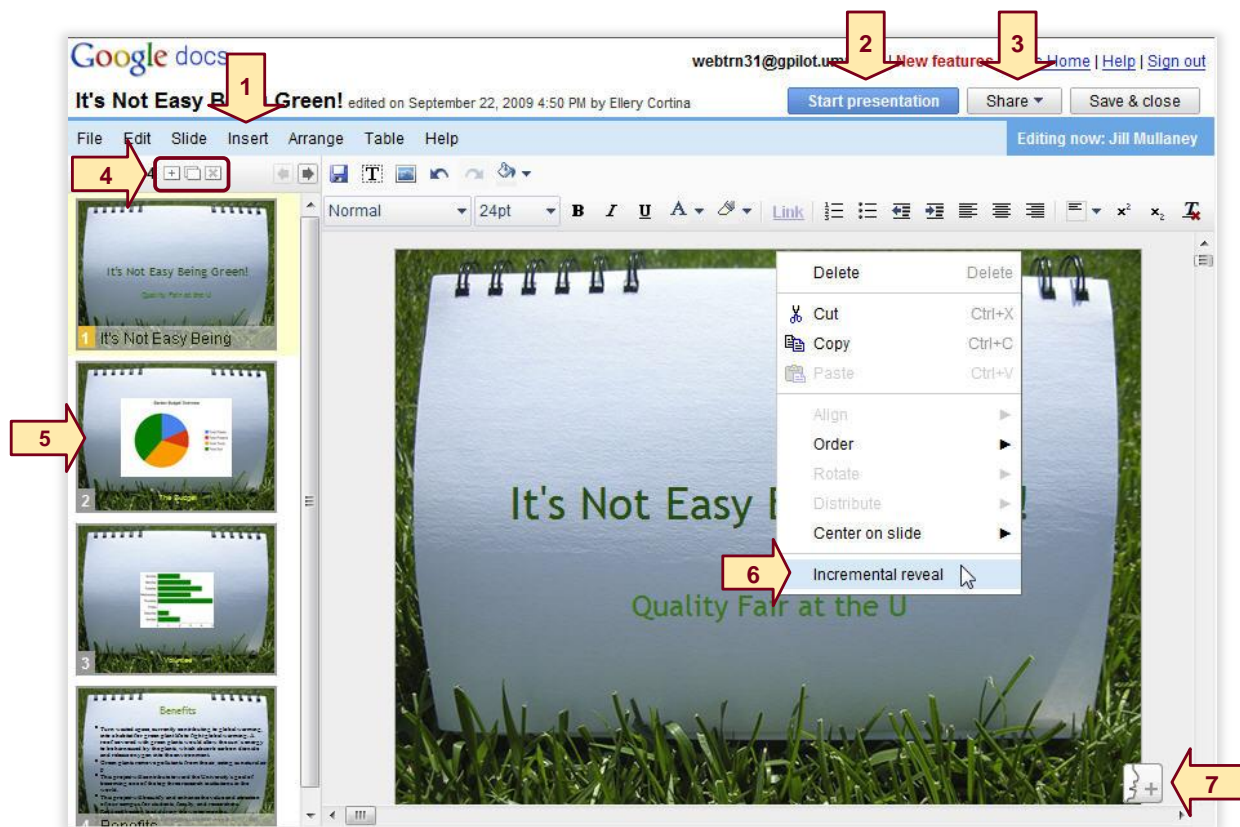





Presentations Quick Reference Guide

<http://sites.google.com/umn.edu/glearning>

Google is constantly improving its apps, so the interface may not appear exactly as depicted in this guide.



Insert, Copy, or Delete a Slide

- 4 Click one of the buttons to insert , copy , or delete  a slide. Or use the **Slide** menu.

Insert Objects

- 1 Click **Insert** to include objects such as text boxes, images, shapes, and tables in your Presentation.

Incorporate Video

- 1 Only YouTube videos can be inserted into Presentations. If you own the copyright for a video, you can upload it to YouTube (www.youtube.com) and insert it into your Presentation.

1. Locate the video on YouTube and copy only the characters after the = sign, as underlined in this example:
<http://www.youtube.com/watch?v=HaZ9w7hemto>
2. In your Presentation, go to **Insert > Video**
3. Paste the copied characters into the search field
4. Click on the video > **Select video**

Note: If you download the presentation as a PowerPoint file, the video will not play directly in PowerPoint. Instead, it will act like a link to the YouTube video. When you click on the image, your browser will open to YouTube and play the video.

Share a Presentation

- 2 Unlike in Documents and Spreadsheets, the **Share** button in Presentations is white, not blue.

Show a Live Presentation

- 3 For an audience in the same room, just click the **Start Presentation** button.
- For a live web audience, **Share** the presentation with them > click **Start Presentation** > choose **View Together** from the bottom right.

Publish a Presentation to the U

- 3 Embed the presentation in a webpage for University Google Users to view on their own. Go to **Share > Publish/Embed**. A login will be required.

Go to a Specific Slide

- 5 Click on a slide's thumbnail in the left column to go directly to that slide and review or modify it.

Add Animations to Objects

- 6 Right-click on the object > select **Incremental Reveal** from the shortcut menu. It's easiest to first select the item you want to appear first, but you can change the order by selecting the object to appear first and then right-clicking on it. Animation does NOT play in Embedded Presentations.

Use a Template

- 1 **NOTE:** University trademarked items such as logos, wordmarks, images of Goldy, etc., should NOT be uploaded to Google Docs without first checking with University Relations.

First, upload the presentation you wish to use as a template to Google Docs. Next, apply the template to your preexisting presentation:

1. From your preexisting presentation, go to **Insert > Import Slides**
2. Select the template you uploaded
3. Select a single slide in the presentation
4. Click **Import**
5. Go to **Edit > Change background**
6. Check **Apply background to all slides**
7. Click **Save**
8. Click **OK** when you get the warning that all other backgrounds will be removed

Add Speaker Notes

- 7 Click **View Speaker Notes** to add speaker notes to each slide. Speaker notes can be accessed from a running presentation by going to **Actions** at the bottom of the screen and clicking **Show Speaker Notes**.